

RENEWAL

Certification/Certificate Application Form



For Official Use Only

1. SSN Number: _____
Certification Number: _____ (Example: 111111)
2. Name: _____
Address: _____
City, State, Zip: _____
Telephones – Home: _____
Work: _____
Pager: _____
E-Mail: _____
Date of Birth: _____
Gender/Race: ☐ Male ☐ Female Race: _____
EMT?: ☐ Yes ☐ No (Use Codes on 2nd Page)

Received: _____
Check Number: _____
PO/Voucher: _____
Returned: _____
Received: _____
Approved: _____

3. Certification/Certificate titles: (Check all that apply)

Certifications

- ☐ Fire Official
☐ Fire Inspector
☐ Fire Instructor Level 1
☐ Fire Instructor Level 2

Certificates

- ☐ Live Burn Instructor
☐ SCBA/Smokehouse Instructor

4. If you answer YES to the following question, supply documentation or detailed explanation on another sheet of paper.

Have you ever been convicted of a crime or offense other than a traffic violation, or engaged in any behavior or conduct sufficient to deny certification in accordance with N.J.A.C. 5:71-4.4, N.J.A.C. 5:71-4.5, N.J.A.C. 5:73-1.7 and/or N.J.A.C. 5:73-1.9?

☐ No ☐ Yes

5. Application Fees:

Fire Official	\$45.00
Fire Inspector	\$45.00
Fire Instructor Level 1	No Fee
Fire Instructor Level 2	No Fee
Live Burn Instructor	No Fee
SCBA/Smokehouse	No Fee

Total all application fees associated with the titles you have checked in Box 3. Make a personal check, money order, or municipal purchase order/voucher payable to:

“TREASURER, STATE OF NEW JERSEY”

RENEWAL REQUIREMENTS

CEU's Credit Type

FIRE OFFICIAL:	1.0	Administrative
	2.0	Technical
FIRE INSPECTOR:	2.0	Technical
FIRE INSTRUCTOR LEVEL 1:	1.5	Instructor
FIRE INSTRUCTOR LEVEL 2:	1.5	Instructor
LIVE BURN INSTRUCTOR:	0.25	Live Burn
SCBA/SMOKEHOUSE INSTRUCTOR:	0.25	SCBA/Smokehouse

Note: Credit must have been awarded within the current certification cycle. Fire Officials and Fire Inspectors employed by a local enforcing agency must complete one Code Update program of instruction within each three year certification cycle.

6. I do hereby certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Signature

Date

RENEWAL APPLICATION FORM INSTRUCTIONS

Note: Please type or print clearly on the application form.

Section

1. Enter your Social Security Number (SSN) and six digit certification number (e.g., 111111). The collection of the SSN is voluntary, and is collected under authority of N.J.S.A. 52:27D-25d and Administrative Rule N.J.A.C. 5:3-1.2. Voluntary provision of your SSN will enable the Division of Fire Safety to assign a secondary key for application processing.
2. Provide your name, home address, contact telephone numbers, email address, date of birth, gender/race, and whether you hold a valid Emergency Medical Technician (EMT) certification issued by the NJ Department of Health.

Please use the following code numbers to indicate your race/national origin which best applies to your ancestral heritage.

(Providing this information is voluntary.)

3. Indicate which certifications and certificates you are renewing. Only renew the higher title in a series. Each certificate is separate from a certification series. Check all that apply.

Example: (1) Fire Official is higher than Fire Inspector.
(2) Fire Instructor 2 is higher than Fire Instructor 1.

Race/National Origin Codes

<u>Code</u>	<u>Description</u>
01	American Indian or Alaskan Native
02	Asian or Pacific Islander
03	Black, not of Hispanic origin
04	White, not of Hispanic origin
05	Hispanic

Certification/Certificate Renewal Requirements:

Note: Courses completed are on file at the Office of Training and Certification.

Fire Official (Certification): 3.0 CEU's (2.0 Technical and 1.0 Administrative), including one Code Update program of instruction for any fire official who is employed by a local enforcing agency.

Fire Inspector (Certification): 2.0 CEU's (Technical), including one Code Update program of instruction for any fire inspector who is employed by a local enforcing agency.

Fire Instructor Level 1 (Certification): 1.5 CEU's (Instructor).

Fire Instructor Level 2 (Certification): 1.5 CEU's (Instructor).

Live Burn Instructor (Certificate): 0.25 CEU's (Live Burn).

SCBA/Smokehouse Instructor (Certificate): 0.25 CEU's (SCBA/Smokehouse).

4. If you answer YES to this question, please supply documentation or detailed explanation on another sheet of paper.
5. Total all application fees associated with the titles you have checked in Box 3. Make a personal check, money order, or municipal purchase order/voucher payable to "*TREASURER, STATE OF NEW JERSEY*". Applications will not be processed unless payment is enclosed for all certifications/certificates renewed.
6. The application form must be signed and dated. Forward the application form, application fee and supportive documentation to:

**Certification Renewal
Office of Training and Certification
Division of Fire Safety
P.O. Box 809
Trenton, NJ 08625-0809**

Questions on renewal requirements and procedures should be directed to the staff of the Office of Training and Certification at **(609) 633-6117 or 6321** from 8:30 a.m. to 4:30 p.m., Monday through Friday.